



**DEPARTMENT OF THE NAVY**

United States Naval Support Activity

Human Resources Office, Naples

La Maddalena Branch

PSC816

FPO AE 09612-0059

**VACANCY ANNOUNCEMENT:** 001-06/OR

**OPENING DATE:** Jan 1, 2006

**CLOSING DATE:** Dec 31, 2006

**POSITION:** Sales Clerk, NF-0189-01

**SALARY:** \$ 5.15 – 13.42 per hour

**LOCATION:** U.S. Naval Support Activity

**MWR-Box Office Cinema**

La Maddalena, Sardinia, Italy

**WORK SCHEDULE:** Flexible

**AREA OF CONSIDERATION:**

Appointable U.S. citizens residing in the La Maddalena and Northern Sardinia area. Applicants will be considered in priority order in accordance with governing regulations concerning Spouse, Veteran and Other dependent preference. Non-Dependent and Non-Veterans will be considered only in the absence of qualified Dependents or Veterans.

**DUTIES:**

Sells merchandise and assists customers in the selection of merchandise; advises on new or related items in which customer may be interested; assists in the location of items not readily seen and directs customers to central check-out points for completion of transaction. Assists in the setting-up and taking-down of merchandise displays; as instructed, requests or pulls stock from backup areas or stockrooms and replenishes shelves. May price-mark items prior to stocking in selling area. May operate a cash register in accordance with established cash control procedures and maintain a cash charge fund. Assists in taking inventory at required intervals and in taking periodic stock count. Assists in keeping counters cases and shelves orderly and clean. Responsible for fire inspecting and closing of facility.

**QUALIFICATION REQUIREMENTS:**

One (1) year of general experience which has provided a general familiarity with the routines and procedures followed in such work situations as simple clerical, supply or other work which has enabled the applicant to demonstrate alertness, reliability and the ability to deal with others.

**HOW TO APPLY:**

Application packages can be picked up at the Human Resources Office Monday to Friday from 8:00 to 15:30.

**PLEASE SEE THE VACANCY ANNOUNCEMENT COVERSHEET TO SEE HOW TO APPLY  
AND REQUIRED DOCUMENTS.  
DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER**

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